ON webinar.com

User Guide

for Onwebinar.com - an on-line multimedia service for hosting free unlimited webinars.

Version 1.1, June 2011

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2010

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Contents

Contents 2

1. Introduction to OnWebinar.com 3

1.1 How to host and join a webinar session 4

1.2 How to install the Speaker 4

1.3 How to register 5

2. Introducing the Speaker 6

2.1 How to create a webinar 7

2.2 Introducing the virtual room 9

2.3 How to use layouts 10

2.4 How to create new layouts and modify existing layouts 10

3. Elements 12

3.1 How to use the element Camera and microphone 12

3.2 How to use the element Poll 12

3.3 How to use the element Presentation 13

3.4 How to use the element Whiteboard 14

4. How to organize a video-conference 15

5. How to use element FullHD video 17

6. How do widgets work and what are they for? 19

1. Introduction to OnWebinar.com

This guide is designed to help you get the most out of OnWebinar.com, a platform for hosting and scheduling free webinars and online-meetings.

Webinars are web based seminars given in a real time mode. Webinar audience can be divided into two types of users:

- ✓ a presenter (or a tutor) — a person (or sometimes a group of people) that expounds the material of the webinar;
- ✓ an attendee (or a student) — a person that connects to a webinar in order to receive new information.

The present manual explains how presenters and attendees can use OnWebinar.com on-line services.

All services of OnWebinar.com are free of charge and include:

- ✓ audio and video broadcasting;
- ✓ unlimited videoconferencing;
- ✓ whiteboarding;
- ✓ slide show presentation;
- ✓ polls;
- ✓ private chat and public chat;
- ✓ shared files ;
- ✓ shared links;

System requirements:

For presenters:

- ✓ Operational system: Windows XP, Server 2003, Vista, Windows 7, Mac OS X v10.4, v10.5, v10.6, Linux Fedora Core 12, Ubuntu 9.10, openSUSE 11.2;
- ✓ Minimal Internet connection speed: 512kb, recommended speed: 2Mbit;
- ✓ A headset (for volume control and avoiding echo);
- ✓ A webcam.

Pic. 1. A headset

For attendees:

- ✓ Any operational system and browser with Adobe Flash Player 10.1 or above installed;
- ✓ Internet connection min speed: 512kb, recommended speed: 2Mbit; (a headset and a webcam required to join videoconference).

! Note:

Our application is build on p2p-technology. To start p2p-communication you need to have all the UDP ports in the range 1024 through 65535 inclusive enabled. If you work behind a firewall, please make sure the mentioned ports are not blocked.

Further information in the manual gives a detailed explanation how to work with the service.

1.1 How to host and join a webinar session

How to hold a webinar:

1. Go to www.onwebinar.com
2. Install the application Speaker, which transmits information from presenter to attendees;
3. Run Speaker and register;
4. Log in and create a webinar;
5. Invite users to join your webinar.
6. Enjoy webinars!

How to join a webinar:

1. Go to www.onwebinar.com
2. Click on the “SCHEDULE" tab.
3. Browse and double-click to join webinar sessions.

1.2 How to install the Speaker

Go to www.onwebinar.com and click **Install Now**. (See pic. 2)

The Speaker application requires Adobe® AIR™ that is installed automatically after hitting on the **Install Now**.

Getting started
1. Download the install application Speaker by clicking on the button "Install now" below
2. Run the application and register as a tutor
3. Log in, create a webinar and start teaching online
4. Invite your students to the webinars page: webinar.onwebinar.com or to your personal webinars page: your_login.onwebinar.com
Install Now

Pic. 2. Install now button

Please, make sure that you have the latest version of Adobe Flash Player installed.

If for some reason **Install Now** button doesn’t work, use direct link to download a zip-archive that contains the Speaker application installer: http://webinar.onwebinar.com/air/Speaker.zip

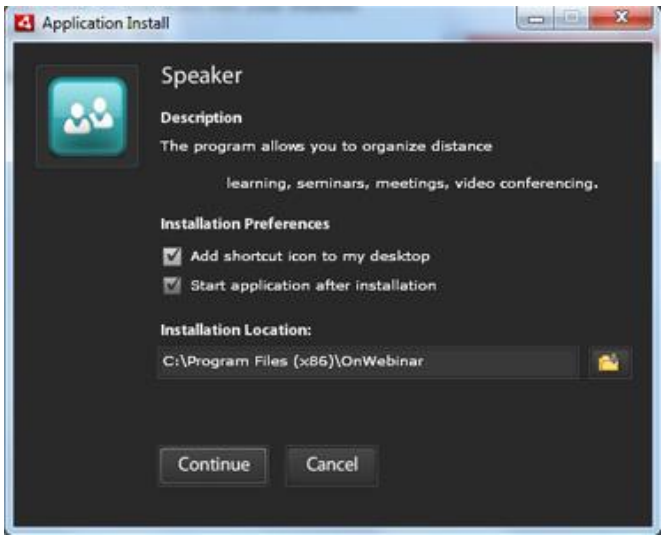
Unzip the archive and run the file **Speaker.air**

If installing the Speaker application manually you may need to download and install Adobe AIR for your OS from: http://get.adobe.com/air/

Accept installing Adobe AIR in the installation dialogue window and accept installing Speaker application, (see pic. 3)

When your installation is completed, application Speaker will appear in your Programs.

Speaker shortcut



Pic. 3. Installation dialogue window.

1.3 How to register

Pic. 4. Log in box

Once you have installed and run **Speaker**, you will be requested to register or log in.

All fields in the registration form (see pic. 5) are required to be filled out.

Pic. 5. Registration form

1. Login — use Latin characters and numbers only. Please choose your OnWebinar login carefully. Your OnWebinar login is a unique name and cannot be changed after you have created it. Your login will also be used to create your personal schedule page. For example if your login is andrew_smith, url for your personal webinars' schedule page will be www.andrew_smith.onwebinar.com
2. E-mail — is used to send notification letters to you and in case you can't remember remember your password. Make sure you have typed your e-mail correctly.
3. Password — try to use a password that's hard to guess. Try to choose a password not less than 6 characters long.
4. Captcha — if you can't see the image with the code, please click on the re-captcha icon.

Make sure you have entered all the information correctly before clicking on the "Register" button.

> ***! Note:***
> *You will be e-mailed a letter containing your login data to access the service. Make sure to type correct email in the registration form.*

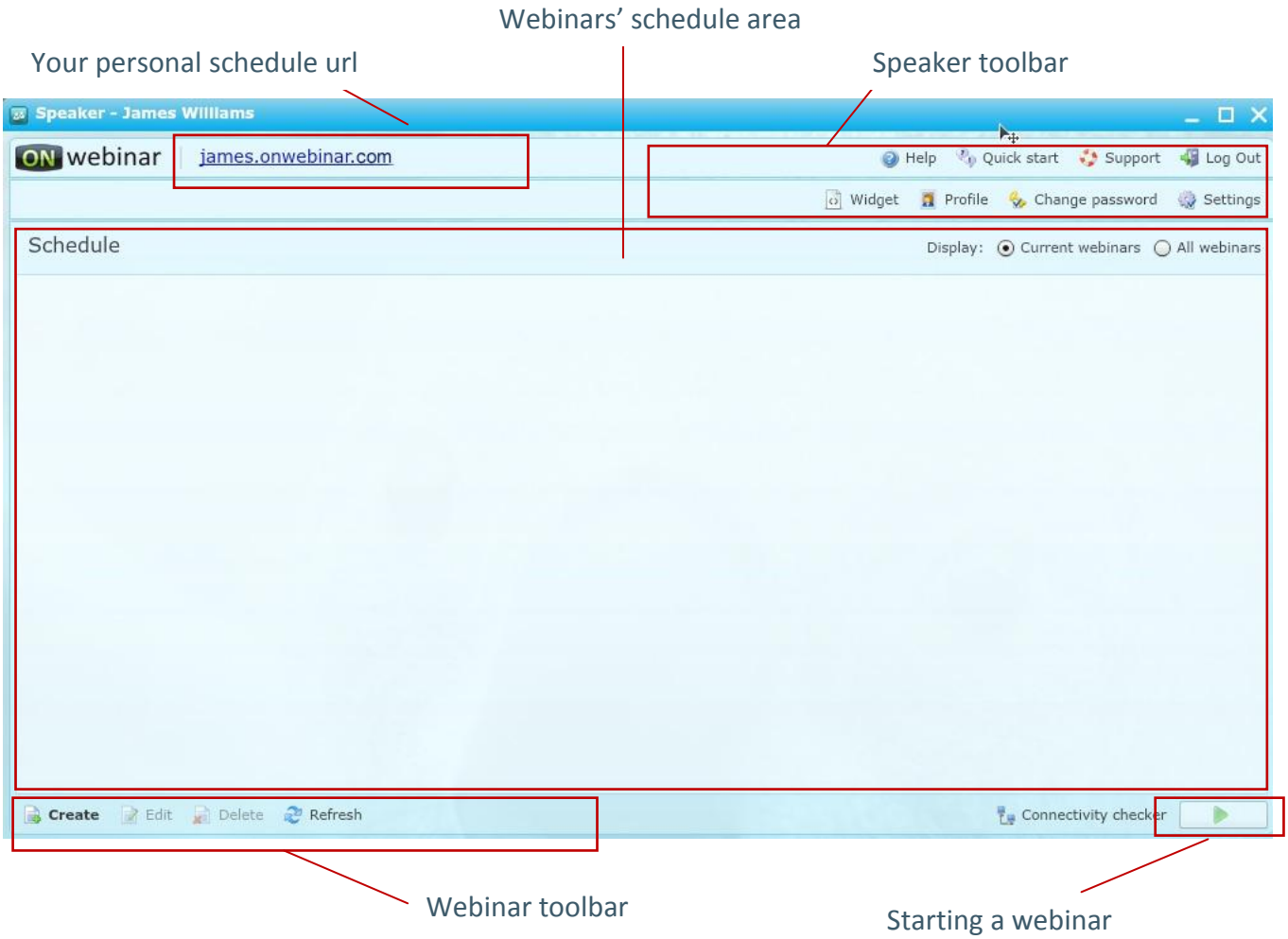
You can log in the service right after the registration is completed without any addition verification.

The information you provide in the registration form is enough to create your first webinar, however, we recommend you to fill out you profile by giving more details about you and uploading your photo, so that potential attendees could see who is going to host the webinar.

Click the "Profile" button (see pic. 6) to edit your personal details.

2. Introducing the Speaker

Once you have logged in, the Speaker main screen will appear:



Pic. 6. Speaker main screen.

Speaker toolbar contains the following buttons:

- ✓ **P**rofile —provides you with the option to view and change your account information, profile picture, personal details etc.
- ✓ **W**idget — opens a form that allows you to generate a widget for your website. The widget is a fragment of *.html code that can be embedded into a page on your website. The widget allows displaying your personal schedule on a page of your website and makes it possible for you to easily deliver live webinars from your own website.

For more information, see ***How do widgets work and what are they for****.*

- ✓ **S**upport — opens a form allowing for sending a message to OnWebinar support center;
- ✓ **L**og out — exits from the current webinar session or closes the application.

Webinar toolbar contains the following buttons:

- ✓ **C**reate — adds new webinar;
- ✓ **E**dit - provides you with tools to prepare and change webinar's content and settings.
- ✓ **D**elete — deleted selected webinar;
- ✓ **R**efresh — refreshes webinar schedule.

2.1 How to create a webinar

Click the "Create" button on the webinars toolbar.
In the **Creating** dialog box that appears (see pic. 7), navigate between the tabs **General, Access** and **Image** to configure your webinar settings.

Setting up general information about your webinar.

Pic. 7. Creating a webinar.

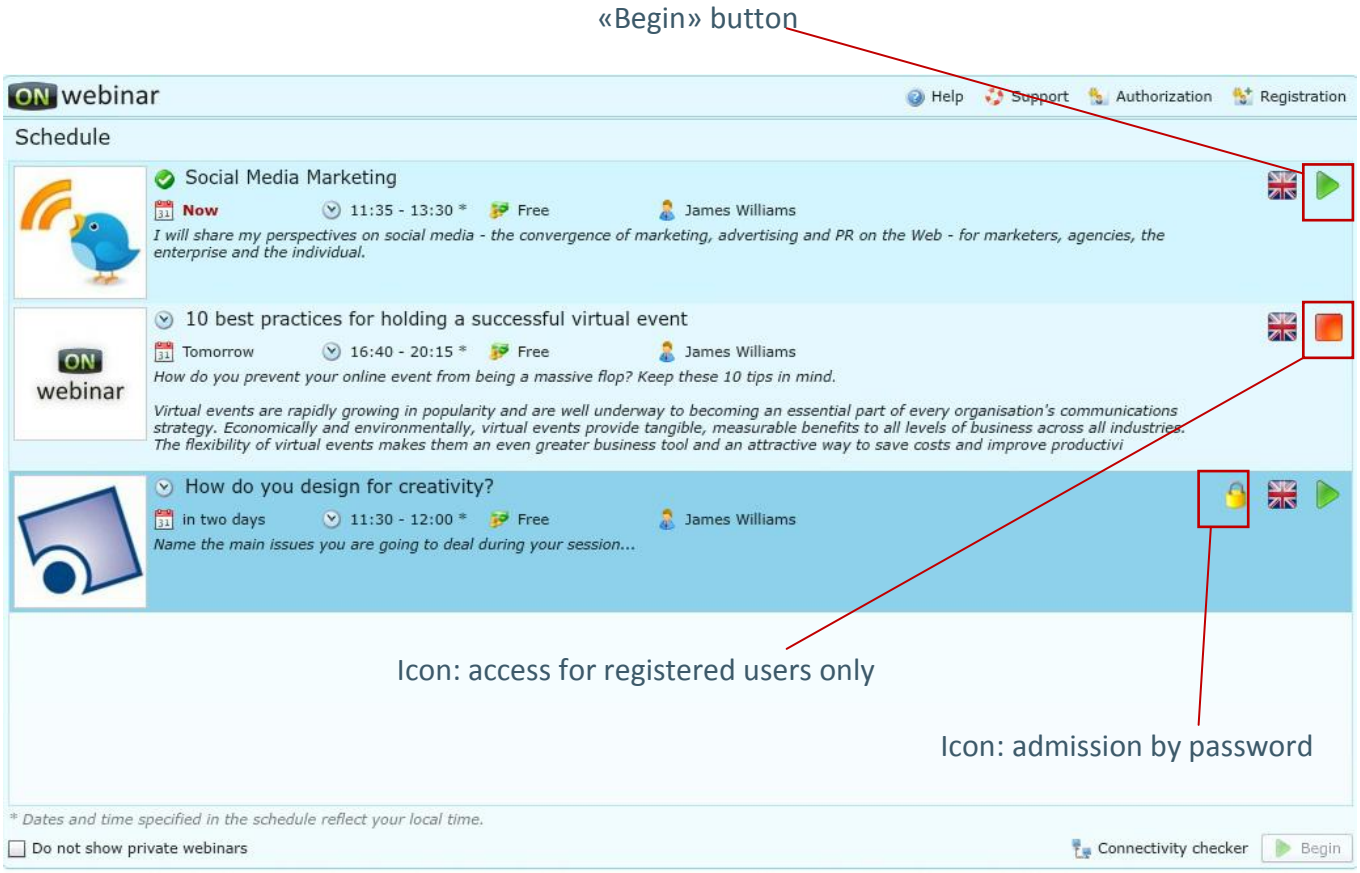
1. Title — should be concise and attractive;
2. Description — give a brief overview of your webinar, state main problems, theme and idea briefly;
3. Spoken Language – select the language that you speak.
4. Template — select a template you would like to use for your webinar;
5. Starting time — please use your local time zone when entering the starting date and time of your webinar. The Speaker application synchronizes with the time on a user's computer. If users are located in different time zones, the time difference will be calculated automatically.
6. Duration — please state how long will your webinar session take (in minutes);

Setting up the type of access to your webinar.

Pic. 8. Creating a webinar. Access.

7. Admission — please select how attendees can access your webinar:
   - ✓ free — anyone can attend your webinar;
   - ✓ by password — to join your webinar an attendee must enter a password. The password is one and the same for the session. Anyone who knows the password can attend.
   - ✓ by multiple unique passwords — select this option if you want to secure and limit access to your webinar only to very specific audience. Each password is unique and works only for one attendee. Only those who have their personal passwords can attend.
8. Availability – if you choose **to registered users only** your webinar attendees will be requested to enter their OnWebinar login and password or register. Mark **to all users (unregistered)** if you want your attendees just put a nickname and get in.
9. Display in public schedule - choose "yes" if you want this webinar appear in the public schedule. Otherwise the webinar will be available only from your personal schedule page at www.your_login.onwebinar.com

After clicking the "Save" button, your webinar will appear in the schedule (see. Pic 8)


«Begin» button
webinar
Help
Support
Authorization
Registration
Schedule
Social Media Marketing
Now
11:35 - 13:30 *
Free
James Williams
I will share my perspectives on social media - the convergence of marketing, advertising and PR on the Web - for marketers, agencies, the enterprise and the individual.
10 best practices for holding a successful virtual event
Tomorrow
16:40 - 20:15 *
Free
James Williams
How do you prevent your online event from being a massive flop? Keep these 10 tips in mind.
Virtual events are rapidly growing in popularity and are well underway to becoming an essential part of every organisation's communications strategy. Economically and environmentally, virtual events provide tangible, measurable benefits to all levels of business across all industries. The flexibility of virtual events makes them an even greater business tool and an attractive way to save costs and improve productivi
How do you design for creativity?
in two days
11:30 - 12:00 *
Free
James Williams
Name the main issues you are going to deal during your session...
Icon: access for registered users only
Icon: admission by password
* Dates and time specified in the schedule reflect your local time.
Do not show private webinars
Connectivity checker
Begin

Pic. 9. Public schedule.

Click the "Begin" button (see Pic. 2) or simply double click on your webinar to start the session. Allow connection to peering network in the dialog box that appears by clicking the button “Allow” (see Pic.5)

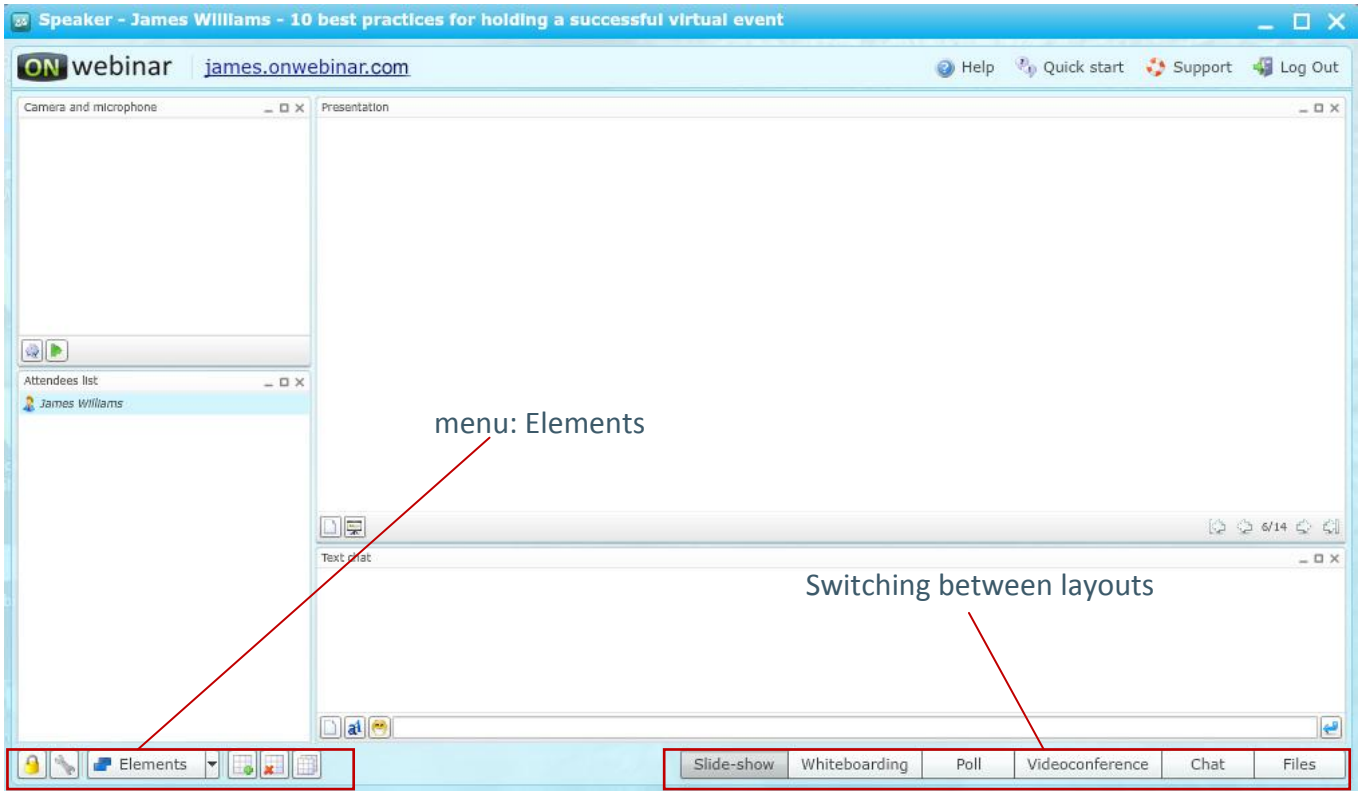
Adobe Flash Player Settings
Peer Assisted Networking
james.onwebinar.ru may use peer assisted networking. Do you want to allow access to your upload bandwidth?
Remember
Allow
Deny

Pic 10. Peering network dialogue box

2.2 Introducing the virtual room

Adjust your webinar settings in advance in order to deliver efficient sessions.

Click the "Begin" button to enter your virtual room (see pic.11).



Pic. 11. OnWebinar virtual room.

Elements and layouts

Layout — is a set of elements that your virtual classroom consist of. A webinar holder can switch between several layouts during a session. You can use standard layouts or modify them to your needs or create your own custom layouts.

Element — is a widget in your virtual room providing with special functionality.

The following elements (tools) are available in the Speaker application:

- ✓ Camera and microphone — the element enables audio and video broadcasting;
- ✓ Video-conference — the element enables video-conferencing. Use this element to organize a group video-chat;
- ✓ Attendees — the element displays list of webinar attendees;
- ✓ Chat — the element provides the participants with an opportunity to exchange instant text messages during the webinar session;
- ✓ Presentation — the element provides with option to share slide show presentation. You can upload *.PDF *PPT *.JPG*.PNG *.PSD *.GIF*.SWF *.WMF *.SVG* and multi-page TIFF files to demonstrate slides. Each file should not exceed 10 Mb in size;
- ✓ Files — the element allows to share files you want to use as handouts;
- ✓ Links — the element displays links you want your attendees to visit;
- ✓ Annotation — is a text area, you can use to post important notes for your attendees;
- ✓ Poll — the element provides with option to conduct polls among your attendee

2.3 How to use layouts

When arranging a webinar, remember, that you and your attendees will see the layout that you set up. There are six pre-set layouts that you can use or modify to your needs: **Slide-Show, Whiteboarding, Poll, Videoconference, Chat, Files**

Each layout contains the following 3 default elements: **Camera and Microphone**, **Text chat**, **Attendees list**. The last element is different in each layout and provides with required essential functionality.

Switch between the layouts during your webinar to quickly bring the necessary features upfront.

1. Slide-Show — is a default layout in the application that is designed to deliver presentations;
2. Whiteboarding – use this layout to highlight vital aspects of your presentation;
3. Poll — is a layout designed for preparing and conducting interactive polls. It is recommended that you prepare your polls in advance. Poll texts are saved when you exit the system;
4. Files — use these layout if you would like exchange some files or links with your audience;
5. Videoconference — this layout is designed for holding audio and video-conferences or webinars with several co-presenters. This layout also allows for a "Question – Answer" mode that enables your attendees to ask questions via audio/visual communication;
6. Chat — is a plain text chat by default that can be used at the beginning of the session.

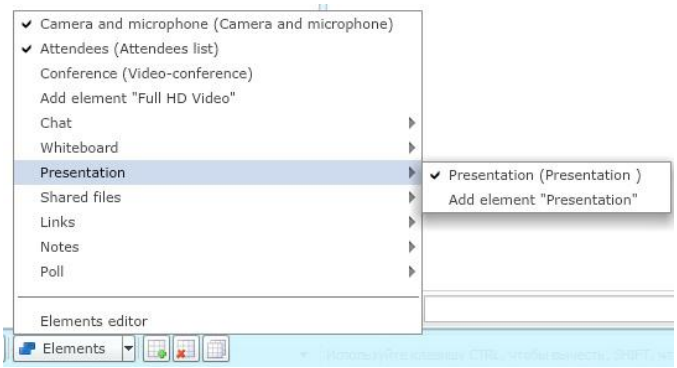
2.4 How to create new layouts and modify existing layouts

— click on this icon to add a new layout, you can choose a title for the new layout that will be displayed to attendees; mark the layout as a duplicate of one of the standard layouts. (If it is a duplicate all elements are copied to the new layout);

— click on this icon to delete a layout;

— click on this icon to arrange the order that the layout buttons are displayed.

Go to menu "Elements" in order to manage elements of the selected layout. (see picture 10).



Pic. 12. Managing layout elements

Go to menu "Elements" select the element you would like to add to your layout and simply click on the element title (see pic. 12) Resize and move the added element around like in the Windows.

If you want to edit the title of an element, you can use "Elements Editor" in the menu "Elements".

Such elements as **chat, files, links, polls, notes** can be added several times to the same layout. i.e you can have several elements of the same type added into selected layout, for example several chats and several polls). Use one chat to organize casual texting with your attendees and another as a Q\A section.

In order to avoid unintended minimizing or closure of an element during a webinar session, click on the icon . This button fixes the elements on the layout and disables the menu “Elements”.

- turns on/off auto-refreshing layouts.

Another button that can be useful when running a webinar session turns on/off auto-refreshing layouts.

Use this button to quickly modify the layout or rearrange the elements inconspicuously during a webinar session.

When the button is pressed, webinar attendees can see the same screen and everything that is happening on it that you can see as a presenter. When this button is unpressed the screen is captured and the picture freezes for the attendees until you press the icon again.

Unpress the icon and update your layout, upload a file for slide-show presentation or rearrange elements. Click on the icon again to turn on auto-refreshing layouts and enable attendees to see the updated screen.

3. Elements

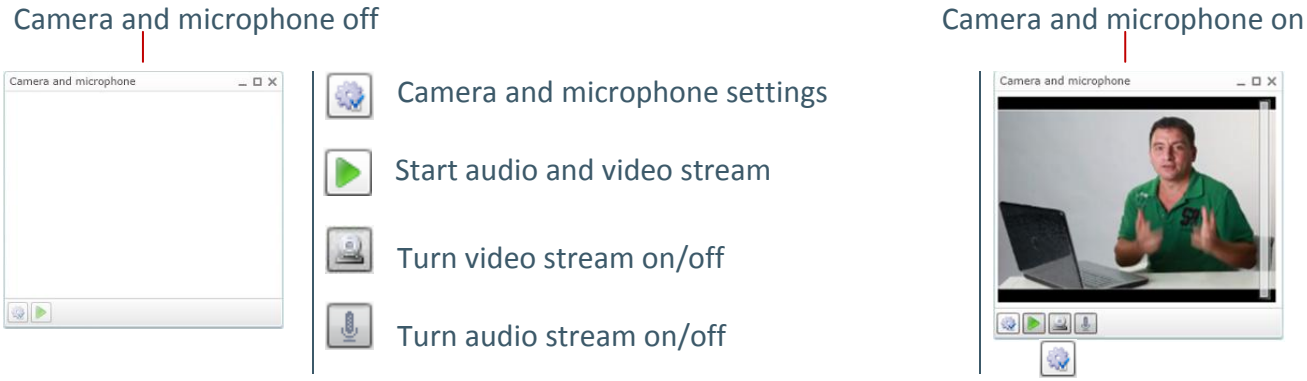
3.1 How to use the element Camera and microphone

Element **Camera and microphone** provides with option to stream presenter's video and audio to an audience (see pic. 11)
Make sure that the Speaker uses proper video input device, click on the icon (Settings) and check the configuration.

Click the button to start broadcasting.

Please, be also aware that:

- ✓ If you minimize the element the audio and video streaming continues, if you close the element – the streaming stops.



Pic. 13. Element «Presenter's video».

3.2 How to use the element Poll

Switch to layout **Poll** or go to Menu **Elements** and add a new Poll. In the field Question type your question (e.g.: "Did you like the webinar?"). Then enter multiple-choice items in the field Answer (each line for one item). Choose option **check-box** if your question implies several correct answers.

Click the button **Start** at the bottom of the elemet Poll to enable attendees for voting. If the **Start** button is not active webinar attendees will see the message: *The Poll has not begun yet* displayed.

A diagram of voting results will be displayed in your poll-element as attendees participate in the poll. You can stop polling by clicking the **End** button.

! Tip:
During your webinar you can add a Chat entitle it "Questions" and refer your attendees to ask questions they might possibly have in that chat window. When you have finished performing, you will be able to answer the questions and the data will be saved and thus available for further analysis.

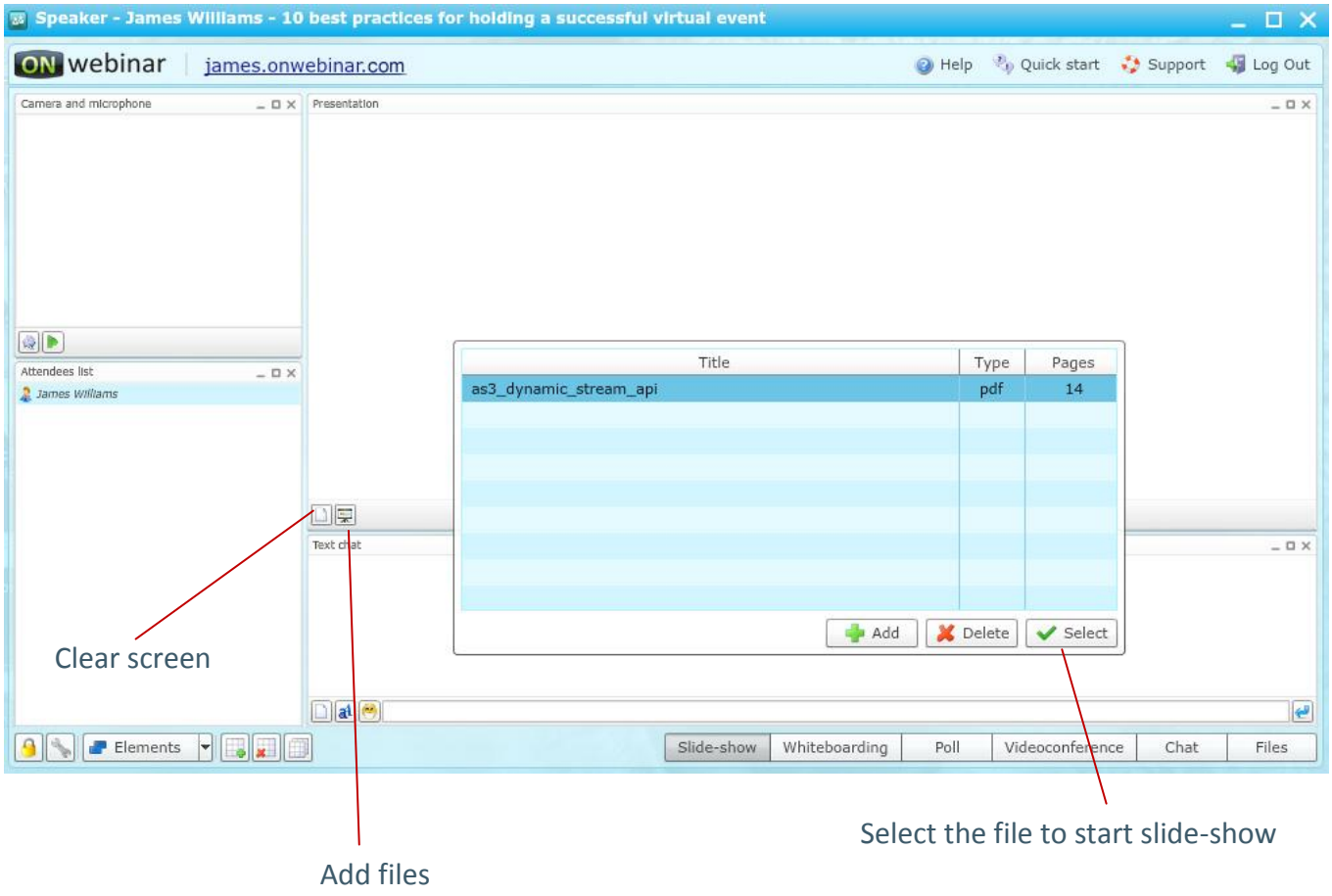
3.3 How to use the element Presentation

Switch to layout **Slide-show** or add the element Presentation to the current layout from the menu **Elements**.

Click on the button to add files for your slide show.

- ✓ You can upload .PDF* .PPT *.JPG*.PNG *.PSD *.GIF*.SWF *.WMF *.SVG* and multi-page TIFF files to demonstrate as slides.
- ✓ Each file should not exceed 10 Mb in size.

Please, wait while the file is being uploaded. All pages of the uploaded file(s) shall be converted into JPEGs and become available as slides.



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Pic. 14. Presentation toolbar.

Once you have uploaded your presentation, click Select to start slide-show.

Use presentation toolbar to control your slide show demonstration (see pic. 14).

3.4 How to use the element Whiteboard

Switch to layout **Whiteboarding** or add the element Whiteboard to the current layout from the menu **Elements.**

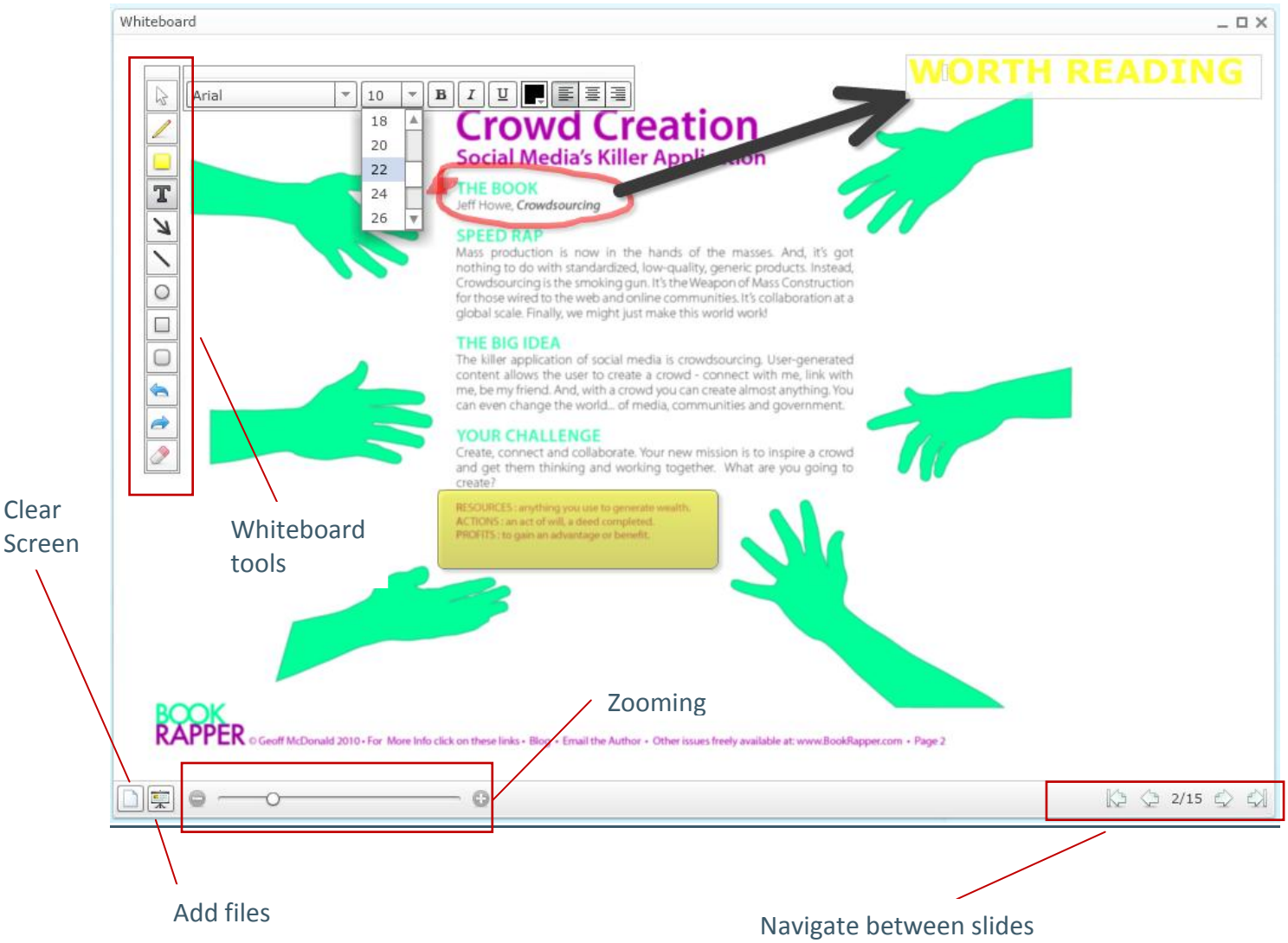
Click on the button to add files that you would like to draw over.

- ✓ You can upload_.PDF* .PPT *.JPG*.PNG *.PSD *.GIF*.SWF *.WMF *.SVG* and multi-page TIFF files to demonstrate as slides;
- ✓ Each file should not exceed 10 Mb in size.

Please, wait while the file is being uploaded. All pages of the uploaded file(s) shall be converted into JPEGs and become available as slides.

Once you have uploaded your file, click Select to start slide show.

Use whiteboard tools to draw over the picture. (see pic. 15)


Whiteboard
Arial
10
18
20
22
24
26
WORTH READING
Crowd Creation
Social Media's Killer Appli ion
THE BOOK
Jeff Howe, Crowdsourcing
SPEED RAP
Mass production is now in the hands of the masses. And, it's got nothing to do with standardized, low-quality, generic products. Instead, Crowdsourcing is the smoking gun. It's the Weapon of Mass Construction for those wired to the web and online communities. It's collaboration at a global scale. Finally, we might just make this world work!
THE BIG IDEA
The killer application of social media is crowdsourcing. User-generated content allows the user to create a crowd - connect with me, link with me, be my friend. And, with a crowd you can create almost anything. You can even change the world... of media, communities and government.
YOUR CHALLENGE
Create, connect and collaborate. Your new mission is to inspire a crowd and get them thinking and working together. What are you going to create?
RESOURCES : anything you use to generate wealth.
ACTIONS : an act of will, a deed completed.
PROFITS : to gain an advantage or benefit.
BOOK RAPPER
2/15
Clear Screen
Whiteboard tools
Zooming
Add files
Navigate between slides

Pic. 15. Whiteboard

4. How to organize a video-conference

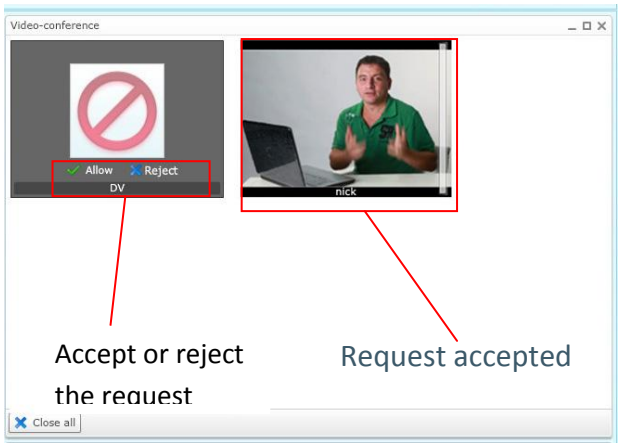
Switch to layout **Videoconfrence** or add the element Videoconference to the current layout from the menu **Elements.** The element Videoconference provides with options for

- ✓ Attendees — to raise hands and join conversation;
- ✓ Presenters — to accept or decline *raise hand* requests.

For presenters

Encourage your attendees to join the videoconference by raising their hands. And wait for requests.

If one or several attendees have raised hands, the presenter will see their requests displayed (see pic. 15)



Pic. 16. *Raise your hand* Request

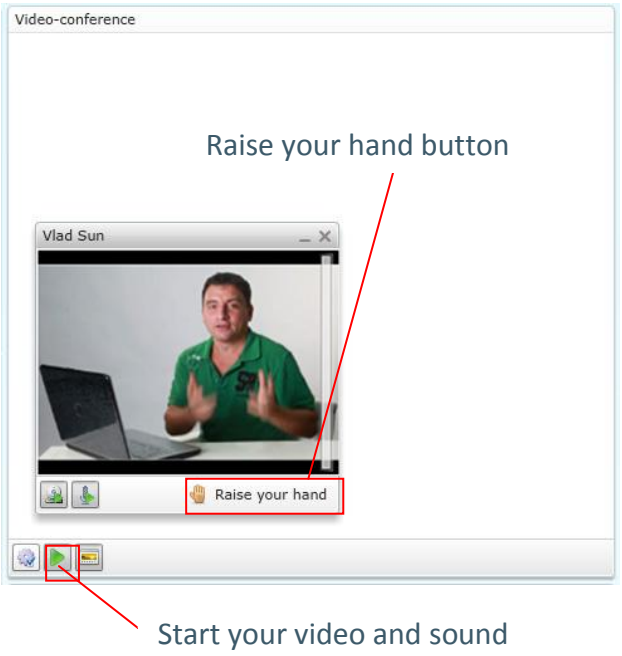
For attendees

When a presenter enables a videoconference you can raise your hand to join the video-chat.

In the toolbar of the element videoconference Click on

In the Camera and microphone window that appears, click **Raise your hand**

Wait for the presenter to allow you in.

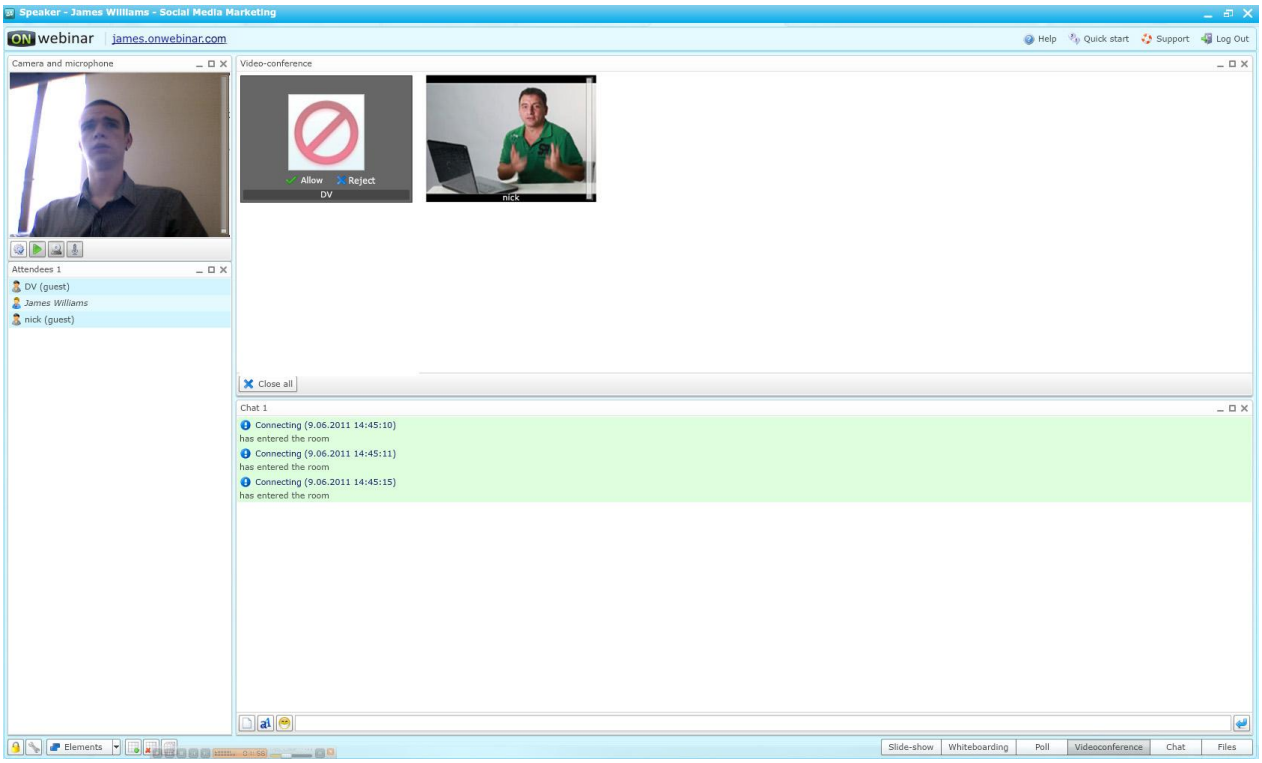


Pic. 17. Raise hand.

It is not recommended to have more than 8 attendees connected to a video-conference session at a time, in order to avoid sound trapping and delayed video.

The presenter can ignore, delete or accept the requests. If a request is accepted, the attendee's video/audio broadcasting is displayed in the element "Conference". Attendees that got connected to a video-conference can turn off their video or/and audio at any time (see pic.16)

The presenter can remove any of the attendees from a conference session at any time by clicking on the cross icon that appears when you hover mouse over the attendee's video.



Pic. 18. Video-conference

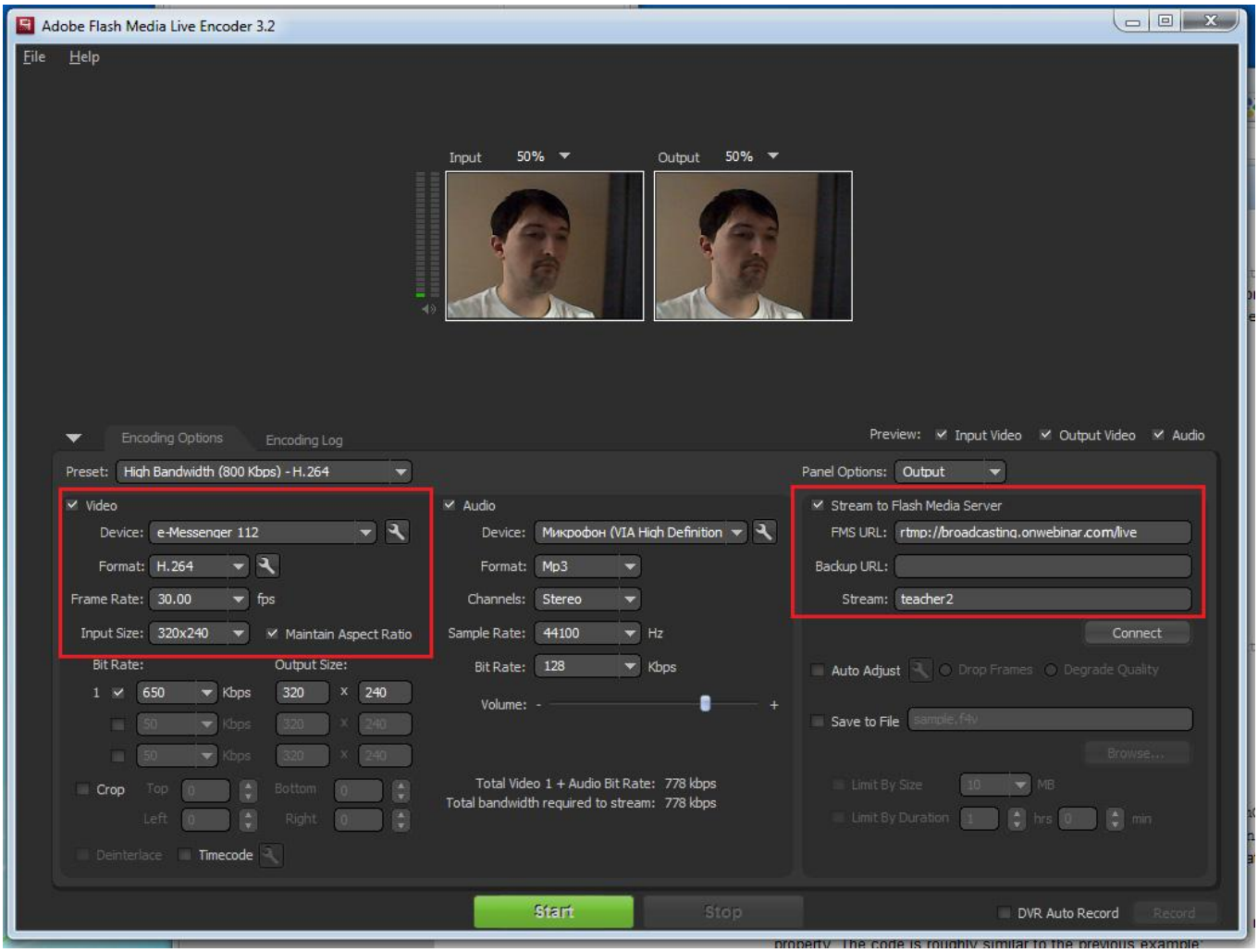
5. How to use element FullHD video

Element FullHD video provides with option to stream HD-video using H.264 video-codec.

You will need to download and install Adobe® Flash® Media Live Encoder from the Adobe website: http://www.adobe.com/products/flashmediaserver/flashmediaencoder/

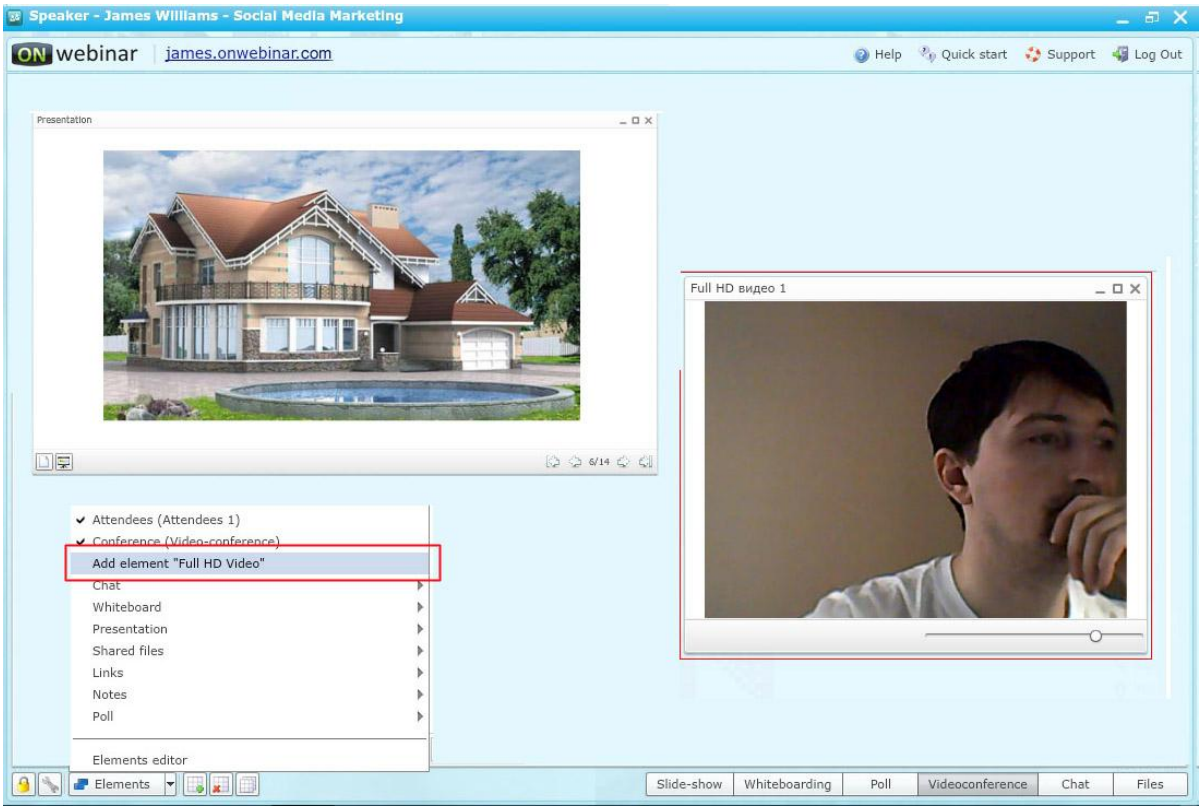
Run and configure the Adobe® Flash® Media Live Encoder as shown on the picture below:

1. Choose your video input device, in the field Format select H.264
2. In the field **FMS URL** type in: *rtmp://broadcasting.onwebinar.com/live*
3. In the field **Stream** type: *your OnWebinar login*
4. Click **Connect**
5. Click **Start**



Pic. 19. Flash Media Live Encoder Settings

Run the Speaker application, Go to menu Element and find and add the element **FullHD video**. The element should display video that is captured with Flash® Media Live Encoder. Position and resize the element.



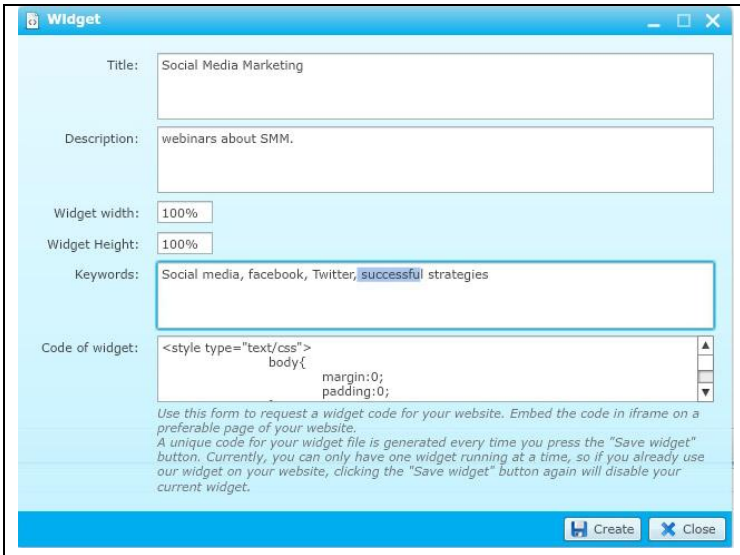
Pic. 20. FullHD Video

6. How do widgets work and what are they for?

You can embed your personal webinars' schedule in a page on your website thus enabling attendees to join your webinars right from your website.

Widgets are embedded as a fragment of html code.

Run the Speaker application, and in the Speaker toolbar click **Widget**. Use the dialogue box that appears to request html code for your widget.


Widget
Title:
Social Media Marketing
Description:
webinars about SMM.
Widget width:
100%
Widget Height:
100%
Keywords:
Social media, facebook, Twitter, successful strategies
Code of widget:
<style type="text/css">
body{
margin:0;
padding:0;
Use this form to request a widget code for your website. Embed the code in iframe on a preferable page of your website.
A unique code for your widget file is generated every time you press the "Save widget" button. Currently, you can only have one widget running at a time, so if you already use our widget on your website, clicking the "Save widget" button again will disable your current widget.
Create
Close

Please also be aware that a unique code for your widget file is generated every time you press the "Create" button.

Currently, you can only have one widget running at a time, so if you already use our widget on your website, clicking the "Create" button again will disable your current widget.